



Code: 5404

Family: Planning and Urban Development

Service: Operation and Construction

Group: Engineering, Designing, and Structural

Series: Architectural

CLASS TITLE: ARCHITECT IV

CHARACTERISTICS OF THE CLASS

Under supervision, the class performs complex professional architectural duties in connection with the design, construction and renovation of large scale projects for municipal buildings, facilities and structures, and performs related duties as required

ESSENTIAL DUTIES

- Prepares architectural plans and designs for construction and renovation projects of a large scale and scope and high level of complexity or reviews those prepared by consultants to ensure adherence to established design criteria and requirements
- Visits field sites to ensure conformance to architectural plans and project time schedules and to make or approve design changes
- Reviews and revises complex plans, specifications and cost estimates prepared by design firms bidding on municipal projects
- Meets with departmental staff, clients and consultants to determine scope of services, budget guidelines and specifications for large scale construction or renovation projects
- Coordinates the work of departmental staff and consultants to establish timelines, implement processes and monitor the progress of assigned projects
- Participates in design, progress and pencil pay application meetings
- Reviews contractor invoices for accuracy and resolves discrepancies
- Provides feedback and makes recommendations on reviewed proposals
- Compiles and prepares analysis and related reports on the status and costs of architectural projects
- Tracks and maintains required documentation for assigned projects
- Interprets building code policies and procedures for complex or atypical building plans
- Provides technical assistance to architects on the preparation and review of architectural plans and drawings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Architecture plus three years of professional architectural work experience, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

- May be exposed to outdoor weather conditions and work sites with uneven terrain

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Field survey instrumentation

PHYSICAL REQUIREMENTS

- Ability to stand or sit for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *principles and practices of architectural planning and design
- *computer aided drafting and applicable software programs
- *applicable mathematical principles and applications
- *building permit policies, procedures and regulations

Moderate knowledge of:

- project management methods, practices and procedures
- use of construction and architectural materials

Knowledge of applicable City and department policies, procedures, rules, regulations

Other knowledge as required for successful performance in the Architect III class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Architect III class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **RECOGNIZE PROBLEMS** – Tell when something is wrong or is like to go wrong
- **REASON TO SOLVE PROBLEMS** – Apply general rules to specific problems to produce answers that make sense
- **VISUALIZE** - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Architect III class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2015